

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events (Lunch Hour)

Name of Reporting School: Sylvester Elementary

Date of Drill: 3-24-21 Time drill was held: 1:00

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 235

Remarks: _____

This report is for emergency drill # 2 for school year 2020/21

Name of person conducting drill: Amy Williams
Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title Amy Williams

And

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title

OR

- Fire (fire chief or designee)

Name & Title _____